



Dear Wellness Coalition Leaders,

First let us thank you for deciding to be a part of this Journey to Wellness weight loss challenge and for taking on the responsibility of recordkeeping and being the head champion of your team.

In your packet you will find several resources available for your use.

- Administrator Survey
- Education Calendar 2010 PDF
- 2 HIPAA Authorizations
 1. Wellness liaison
 2. Employee participant
- JTW How Do I Get Involved
- JTW WW Flyer
- JTW WW Guidelines
- JTW WW Guidelines Virtual PDF
- Excel data sheet for tracking



The guidelines for the program are available for both actual on-site teams and virtual teams. All word documents are in word so you may insert your name into the “Program Administer” area of the document. The flyer and “How Do I Get Involved” can be printed and available to hang up to advertise the program in your work environments. The education calendar is a guide for team leaders. The Excel sheet will be used to collect and report data (used in previous program). The education calendar PDF summarizes each week’s activities. The Administrator Survey will be completed at the end of the challenge and mailed to Stephanie Marshall. Any questions please contact Stephanie Marshall at Stephanie.marshall@ky.gov 502/564-5506 or Tracie Meyer at Tracie.meyer@ky.gov 502/564-6731.

****All participants and team leaders must sign the HIPAA Authorization****

Once HIPAA forms are signed please forward to:

Stephanie Marshall
 C/O Personnel Cabinet DEI
 501 High Street, 2nd Floor
 Frankfort, KY 40601